

Now Hiring:

Part-Time Bookkeeper



Lake Erie West
REGIONAL COUNCIL

Position Summary

Are you a detail-oriented finance professional who enjoys keeping things running smoothly behind the scenes? Lake Erie West is seeking a Part-Time Bookkeeper (up to 20 hours per week) to support our financial operations and help advance our mission of regional collaboration.

In this role, you'll manage day-to-day accounting activities that keep our organization operating effectively. Under the direction of the Finance Manager, you'll handle payroll, accounts payable, accounts receivable, financial reporting, and general ledger maintenance. With your accuracy and initiative, you'll ensure important financial processes are completed on time and in alignment with organizational goals.

This work directly supports Lake Erie West's planning and administrative initiatives, ensuring we have the financial foundation needed to serve the region.

What We're Looking For:

- A candidate who brings:
- Thorough understanding of accounting and finance principles.
- Intermediate to advanced Excel skills.
- Strong analytical and critical-thinking abilities.
- Excellent organizational, time-management, and communication skills.
- Proficiency with accounting software and openness to learning new systems.
- Ability to manage workflow and meet deadlines independently.

Education & Experience:

- Associate degree in Accounting required; bachelor's degree preferred.
- 3–5 years of relevant experience, or an equivalent combination of education and experience.

About Lake Erie West

Lake Erie West Regional Council has long been a hub for regional leadership and collaboration. Our work is fast paced, meaningful, and community focused. [CLICK HERE](#) to learn more about Lake Erie West.

Compensation

Salary range: \$23-\$25/hour

How to Apply

If you're ready to use your financial expertise to support impactful regional work, we want to hear from you!

Submit a letter of interest, resume, and three professional references to resume@lakeeriewest.org. Applications will be accepted until the position is filled. No phone calls, please.



www.lakeeriewest.org